Forrestal Wall Displays
Guidance for Providing Information and Graphics

Purpose and Audience: To convey key messages about OST to senior EM management.

General Information: Bulletin boards will be placed on the walls near the entrances to the EM-1 and EM-50 offices in Forrestal. Posters will be designed for each of the bulletin boards. The posters will be laminated and attached to the bulletin boards using Velcro. Posters will be updated at least semi-annually.

Bulletin Board Descriptions and Locations:

#	Location	Size	FY00 Topic	Graphics Source
1	EM-50 hallway Right side	Set of Six, Each 3 x 4	Overview of 5 Focus Areas and EMSP	Focus Areas and EMSP supply text and graphics to HQ
2	EM-50 hallway Left side	4 x 6	TBD (Options include ASTD and Paths to Closure)	TBD
3	EM-50 hallway End of hall	3 x 4	Deployment	Deployment Fact Sheet Book
4	EM-50 hallway (next to #3)	4 x 6	TBD	TBD

HQ Responsibilities:
- Design framework for Focus Areas and EMSP to follow for Bulletin Board #1.
- Using graphics and text provided by Focus Areas and EMSP, lay out posters for Bulletin Board #1.
- Design posters to be placed on Bulletin Boards #2, 3, and 4.
- Print, laminate, and hang all posters.
- Rotate project highlight posters on Bulletin Board #1.
- Semi-annually, revise or replace Bulletin Boards #2, 3, and 4.

Focus Area and EMSP Responsibilities:
- Supply text and graphics for Bulletin Board #1.
- Semi-annually update text and graphics supplied to HQ.
- Review draft layout of posters prior to being output at HQ for lamination and hanging.

Text and graphics needed from Focus Areas and EMSP for Bulletin Board #1:

HQ will need the following text and graphics to be provided by the Focus Areas and EMSP. The pdf accompanying this guidance shows the sample layout HQ will follow to be sure a consistent design is used for information submitted by the Focus Areas and EMSP.

Information Needed	Location on Board (refer to pdf)	Guidelines or Suggestions
Problem Areas Being Addressed (List)	A	- Focus Area's should use their product lines. - EMSP should use its EM problem areas. - Limit text to eight areas being addressed; five words per area.
FY 99 Funding (Pie chart or data for pie chart)	B	- Use data from FY99 PEG. - HQ can create the pie chart if the data is provided. - If submitting a pie chart that is already created, also provide the data on which the pie chart is based in case it needs to be re-drawn. The colors in the pie chart may be modified to blend well with other posters. - Include text for labeling the pie chart.
Project Highlights (total of 4) (graphic and text)	C	- Supply four projects to be highlighted. - Provide two or three bullet statements about each project. - Bullet statements cannot exceed 12 words in length. - Bullet statements can include information about the projects accomplishments (e.g., where and when deployed) - Include all applicable OST/TMS ID numbers. - The project title must match the project name in TMS. - A graphic is required for each project highlight. Photographs are preferred.

File Format: Text can be supplied in Word, WordPerfect, or pasted into an e-mail message. Graphics for project highlights must be supplied in one of the following formats:
- 8x10 inch glossy photo
- Image scanned at 200 dpi at approx. 9x12 inches. Send files in one of the following formats: tif, jpg, or eps. Do not send gifs.

NOTE: When selecting photos to submit, refer to the guidance for visuals in the Communication Notebook for tips on "What makes a good picture."

Information Submittal: Send all graphics and text submittals to Diana Krop via e-mail (Diana.Krop@em.doe.gov). If files are too large to e-mail, post them on the ftp site: ftp.em.doe.gov under pub/incoming/DIANA/FORS Wall Display/ (under your focus area name). Notify Diana Krop of their location and file name. If graphics are submitted in hard copy, send them to:

Diana Krop
U.S. DOE's Office of Environmental Management
Office of Science and Technology
MS1135 CL, EM-54
19901 Germantown Rd.
Germantown, MD 20874-1290

FY00 Schedule:

October 15   Focus Areas and EMSP submit text and graphics for entire bulletin board to HQ.
October 31   HQ sends pdf of draft layout to Focus Areas and EMSP for review.
November 15 HQ prints, laminates, and hangs posters.

December – May   HQ rotates project posters on Focus Area and EMSP bulletin boards.

April 15   Focus Areas and EMSP submit text and graphics for 4 new project posters to HQ.
April 30   HQ sends pdf of layout to Focus Areas and EMSP for review.
May 15   HQ prints, laminates, and hangs posters.

June – November   HQ rotates project posters on Focus Area and EMSP bulletin boards.